

School District No. 43 (Coquitlam)

Cross Catchment Application Process 2013 – 2014

Parents can apply for a school outside of their neighbourhood catchment school. Should you want to choose a school other than your neighbourhood catchment school you must submit a "Cross Catchment Application" as outlined below. Approval of applications is based on availability of space and facilities.

All Kindergarten students **must be registered for Kindergarten at their catchment school** on February 5th, 6th, or 7th **before** completing a Cross Catchment Application, **except** those students with siblings at the requested school (please see below).

Confirmation of Sibling Status: Grade 1-12 students, who have a sibling at a school outside their catchment, will be accepted at the sibling's school (provided the sibling will be in attendance when the student begins at the out of catchment school). Parents need to complete the cross catchment application confirming sibling status.

Kindergarten students who have a sibling at a school outside their catchment will be accepted at the sibling's school (provided the sibling will still be in attendance when the student begins at the out of catchment school) and are requested to register at the sibling's school. Therefore parents do not need to fill out a cross catchment application verifying sibling status.

Features of the 2013-2014 Cross Catchment Process:

- There are two separate applications:
 - Kindergarten Cross Catchment
 - Grades 1-12 Cross Catchment (including a section to confirm sibling status)
 - **Applications will be accepted starting February 8th @ 9:00 a.m. and close February 20th at 4:30 p.m.**
- The District is encouraging use of the electronic version of the application form accessed through the District website (www.sd43.bc.ca) beginning February 8th at 9:00 a.m.
- The school locator on the district web site provides a student's designated catchment area schools. Catchment is based on home address.
 - Paper forms will also be available at all schools as of February 8th at 9:00 a.m.
 - All completed paper applications must be returned **in person or by mail** to the School district Office at 550 Poirier Street, Coquitlam V3J 6A7 by the closing date. **Faxed or email copies will not be accepted.**
- Process details:
 - Applications will be processed based on the **availability of space in schools** and on a **first come-first served basis (in-district priority then out-of-district)**.
 - Approval of a cross catchment application is only applicable to the designated school requested by the student and assigned by the district. Changing levels (elementary to middle or middle to secondary school) outside of the student's assigned catchment school requires a further cross catchment application and approval.
 - The system will automatically mark the time we receive the application for the online process.
 - The receptionist will mark the date and time of all paper copies as they are received at the front desk in the School Board Office.
 - The District will then enter the paper applications into the online system and record the appropriate date and time.
 - Principals will be able to access information about applications as they are received.
 - The process will close off promptly at 4:30 pm on February 20th.
 - The District response to cross catchment applications will be communicated in writing and/or email during the week of March 11-15, 2013.

Important Information about Schools at Capacity:

A number of schools have reached capacity and it is anticipated they will continue to be in this position for the next few years. Please be aware that the District can only approve cross catchment applications up to the available space in any given school and students within the catchment have priority for placement. The following schools are at capacity:

Aspenwood, Glen, James Park, Leigh, Nestor, Panorama Heights, Rochester, Walton Elementary Schools and Summit Middle School

While applications are accepted for all schools, please be aware that the District can only approve 'cross catchment applications' if space and facilities are available.